

**PRIVACY NOTICE
STUDENTS****EU's General Data Protection Regulation (2016/679), Articles 13 and 14****Date: 11 August 2021****Updated 12 May 2025****1. Data controller**

LAB University of Applied Sciences
Business ID: 2630644-6
Address: Yliopistonkatu 36, 53850 Lappeenranta, Finland
Phone: +358 29 4465000
Email: kirjaamo@lab.fi

2. Data controller's representative and contact

Data controller's representative:
Vice President Merja Heino
Address: LAB University of Applied Sciences, Yliopistonkatu 36, 53850 Lappeenranta, Finland
Phone: +358 40 760 5533
Email: merja.heino@lab.fi

Data controller's contact:
Director of Study Affairs Anne Himanka
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland
Phone: +358 40 5127 425
Email: anne.himanka@lut.fi

3. Data protection officer

Legal Counsel Ilona Saarenpää
Phone: +358 50 430 1072
Email: tietosuoja@lab.fi

4. Purpose of personal data processing

The LAB University of Applied Sciences processes student data to implement and prove students' right to study and to arrange education. Student data is collected to enable students' studies and graduation.

Moreover, LAB processes student data to manage and compile statistics on completed study

attainments and degrees, to develop education, and to enforce physical safety and information security for members of the LAB community.

LAB may process student data also for the purposes of scientific research, accreditations, and study-related marketing communication.

5. Legal basis of personal data processing

The data controller processes student data on the grounds of public interest and to comply with legal obligations.

When the data controller processes data on the grounds of compliance with a legal obligation, the data controller's activity is governed e.g. by the Universities of Applied Sciences Act (932/2014), the Government decree on universities of applied sciences (1129/2014), the Government decree on joint application to higher education institutions (289/2019), the act on national student and degree registers (884/2017), the student financial aid act (65/1994), and the Act on the Openness of Government Activities (621/1999).

6. Content of data filing system and storage period

The specific identifiers collected include the student's name, birth date, personal identity code, student identification number, national student OID code, and username. The background data collected includes the student's admission data, gender, nationality and languages (native, education, and administrative language). The contact information collected includes the student's country of origin, address, phone number and email addresses.

Study-related data includes rights to study (scopes and durations), enrolments for semesters, completed degrees, completed study attainments, final theses, examination and course registrations, video surveillance data from electronic examinations, personal study plans and other data related to study guidance, internship and international student exchange data, data related to tuition fees, student union fees and scholarships, and data necessary for the arrangement of student services, including IT and library services.

Study-related data that may contain sensitive information includes personal study arrangements and study-related support, the extension and reinstatement of study rights, and accounts of study-related irregularities and their consequences.

The storage periods of student data are defined by the National Archives of Finland. Some of the personal data is stored permanently.

7. Information systems employed

Student data is stored in the main operating system for student data. Data is transferred from the system to e.g. the national VIRTa database on the grounds of compliance with a legal obligation, to learning environments used in teaching, to an electronic exam system and to a user management system maintained by Information Services and Technology.

Other data collection systems employed by LAB include e.g. an international student and staff

mobility system and student feedback system.

8. Data sources

A student's personal and study-related data is mainly transferred to LAB from the national Opintopolku (Studyinfo.fi) application system and the Oili enrolment and registration service. Open university and continuing education students provide their personal data themselves. If an enrolled student does not provide the necessary personal data, the student's right to study cannot be confirmed.

Personal and study-related data on incoming international exchange students is transferred from an international student exchange system.

The student's LAB email address is received automatically from Information Services and Technology.

9. Use of cookies

Browser-based filing information systems employ cookies to process personal data. A cookie is a small text file that the browser saves on the user's device. Cookies are used to implement services, facilitate login, and enable the compilation of statistics on services. Users may prevent the use of cookies in their browser programmes, but this may prevent the system from operating appropriately.

Browser-based systems employ cookies in the processing of personal data.

10. Data transfer and disclosure

Personal data may be transferred to LAB's internal services as needed for purposes such as creating user accounts.

Information on study rights, enrolments, degrees and study attainments from higher education institutions' student data registers is collected for centralised storage and use in the national VIRTAs higher education achievement register, through which the data is made available to the student admissions register and the joint student admissions services of higher education institutions.

LAB discloses students' personal data directly or through the VIRTAs higher education achievement register to the following parties:

- Ministry of Education and Culture, which produces documentation based on LAB's student data register required for the evaluation, development, statistics and other monitoring and guidance of education and research;
- Statistics Finland;
- Social Insurance Institution of Finland (Kela) for processing higher education student financial aid matters and collecting student health care fees;
- The employment authority, the Social Insurance Institution of Finland (Kela) or an unemployment fund for assessing eligibility for labour market support and unemployment allowance;

- Finnish Student Health Service for student health care;
- For scientific research. Anyone requesting data must tell the data controller the purpose for which the data will be used and give any other information necessary for determining whether the data may be disclosed, and if needed, a report on safeguards for data processing;
- Other Finnish higher education institutions, for example in connection with cross-institutional studies;
- EMREX service, through which students can transfer their chosen study data to a third party;
- ARVO – the education management information service to be used as background information for surveys created by the higher education institution for students;
- Study and degree data disclosure service (KOSKI) of the Finnish National Agency for Education;
- Finnish National Agency for Education's data collection on mobility periods (data on international mobility periods);
- Finnish Immigration Service;
- The Service Centre for Continuous Learning and Employment (SECLE) for carrying out its statutory duties. Through the VIRTIA higher education achievement register, SECLE is provided with information on training funded by SECLE as well as statistical data;
- Employment Fund for monitoring the studies of students who have received adult education allowance;
- OILI service for student enrollment and registration;
- Valvira - National Supervisory Authority for Welfare and Health (study attainment data related to the confirmation of qualifications);
- For follow-up surveys for monitoring, statistical and research purposes;
- Opin.fi service of the Digivision 2030 project of higher education institutions;
- HAKA trust network user identification system.

In addition, data may be disclosed to other authorities.

LAB also uses external data processors in the processing of personal data (e.g. service providers of the electronic systems used).

11. Data transfer and disclosure beyond the EU or EEA

No data is transferred beyond the EU or EEA.

12. Safeguards for data processing

The data is processed in a way that does not compromise the students' right to privacy. Personal data is processed only by those whose duties require access to the data. The data may be accessed only by those with a username for the system. Usernames are personal and their user rights have been defined based on the person's duties. Printed documents are stored and safeguarded from external access. Software used for the processing of personal data is protected in accordance with LAB's information security practices.

13. Automated decision-making

No automated decision-making takes place in the data processing.

14. Rights of the data subject

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data protection legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

- a) Right of access to data concerning the data subject (article 15)
- b) Right to rectification of data (article 16)
- c) Right to erasure of data (article 17)
- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20)
- f) Right to object (article 21)

Data subject's rights under the EU's General Data Protection Regulation do not automatically apply to all data processing.

The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3